

# Waiver Request System

## Instructions for Departmental Users

To request a waiver attribute to be added or removed department users are required to use the Waiver Request system available on the Grad Status web portal (<https://gradstatus.uga.edu>). Please follow the instructions below to get familiar with the process.

### Accessing the Waiver Request System

Open your web browser (recommended: Google Chrome, Firefox) and go to <https://gradstatus.uga.edu>. Once the page loads, click on **Log In** to enter the site. You will be redirected to the UGA's Central Authentication Service (CAS) where you will be asked to enter your MyID credentials. If CAS successfully authenticates you, then your request will be redirected back to the Grad Status web portal and a new user sessions will be started for you.


**Grad Status** Log In

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**Welcome!**

In order to use this web portal you must be authenticated. During the authentication process you will be redirected to the UGA's authentication server, where you must provide your UGA credentials. Once UGA authentication server validates your identity, you will be redirected back to this website.

If you have any questions, please contact the Graduate School office.



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Once you logged into the site successfully, click on the Forms tab to access the list of available forms.

**Grad Status** Session expires in 24:44 UGA ID: [Reveal] Department • 4/29/2015 • Log Out

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Find a Waiver Request form among the listed forms and click on its link.

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**Forms**

- » **Waiver Request (G104)** [Available now. Ends on 4/30/2015.]
- » **McNair Scholars Campus Visitation Day Registration (G105)** [Available now. Ends on 5/28/2015.]
- » **Pathways Program: Preparing Diverse Populations for Graduate Admission to the University of Georgia (G105B)** [No future submission periods available.]

## The Waiver Request Form Overview

- 1) Some useful instructions are shown on the form. Please note that this section will be updated as we get more feedback and/or questions from the users.
- 2) REQUIRED. If you are assigned to two or more departments (*this is not common*), then you need to pick the department you want to submit your waiver requests for. For most of the users, however, the department field will be preselected (the majority of users are assigned to one department only).
- 3) REQUIRED. A student name must follow the specified format (*Last, First Middle; note that last name must be separated by a comma*). The student name is validated against the Student Information System (SIS). So, the name must be official.
- 4) REQUIRED. UGA ID of a student must start with 810 or 811 and be nine digits long. Also note that the student's UGA ID is validated against SIS. Make sure you submit a valid number.
- 5) REQUIRED. For each waiver request a term must be specified.
- 6) REQUIRED. Please refer to the instructions to read detailed information about each of the available attributes. It is important that you use the right attribute.
- 7) REQUIRED. Every waiver attribute is either added or removed. In the "What To Do" a requester must specify what action needs to be performed on a requested waiver attribute record. It is important to set this parameter correctly per each record on the form.

Note that no two same consecutive actions are allowed per the same UGA ID/Term/Attribute record. *For example, if you already submitted "ADD" for 810111222/201508/DPAS, then you cannot submit another "ADD" for the same record. The actions must always alternate. So, for the 810111222/201508/DPAS record the next possible submission is "REMOVE".*



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Form

Submitted Requests

### Waiver Request

This waiver form is for requesting the addition or removal of a waiver attribute for a student benefiting from the Research (Tuition) Incentive Assistantship, Departmental Assistantship, or Graduate School Assistantship.

**Research (Tuition) Incentive Research Assistantship (RIAS):** 1

- Departments requesting this exemption for a graduate research assistant should confirm with their business office that the department has been awarded a research grant that includes the cost of full-time in-state tuition for graduate research assistant(s). Please note that the **RIAS exemption code is active for one semester only**. It is the department's responsibility to request this exemption for deserving students each semester that applies.
- The home department of a principal investigator who has been funded by a research grant that includes the cost of full-time in-state tuition for graduate research assistant(s) is eligible to receive 1.5 times the tuition funds from the University. These returned funds may only be used to help cover the cost of an assistantship for additional Ph.D. student(s) and should be redeployed within one year. In order to recover these funds to support an assistantship the department must complete the [Change to Account Request](#) form and **submit directly to Student Accounts**. Please do not submit to the Graduate School.

Department:  2

Name <small>Formatted As: Last, First Middle</small>	UGA ID	Term	Attribute	What To Do?
3	4	5	6	To Add <span style="font-size: 24px; color: blue;">7</span> To Remove

+ Add New Row
Submit

## Submitting Waiver Request

To add a new waiver request record, fill out the form fields as required. If you want to request more waiver attributes during one submission transaction, then click on [+ Add New Row](#) to add a new row.

As an example, below we have a request record for adding the DPAS attribute.

Department: Anthropology (ANTH)				
Name Formatted As: Last, First Middle	UGA ID	Term	Attribute	What To Do?
Last, First Middle	810000001	Spring 2015	Departmental Assistantship (DPAS)	<a href="#">To Add</a> <a href="#">To Remove</a>
<a href="#">+ Add New Row</a> <a href="#">Submit</a>				

We clicked on the "Add New Row" button and added a new row to request a removal of GSAS attribute.

- 1) You can always remove any row, except the first row, by clicking on [-](#). Also note that if you added a new row, but ended up not using it, then you will be required to delete it before submitting you form.
- 2) When you are ready to submit your request(s), click on [Submit](#).

Department: Anthropology (ANTH)				
Name Formatted As: Last, First Middle	UGA ID	Term	Attribute	What To Do?
Last, First Middle	810000001	Spring 2015	Departmental Assistantship (DPAS)	<a href="#">To Add</a> <a href="#">To Remove</a>
Last, First Middle	810000002	Spring 2015	Graduate School Assistantship (GSAS)	<a href="#">To Add</a> <a href="#">To Remove</a> <span style="color: red;">-</span> <sup>1</sup>
<a href="#">+ Add New Row</a> <a href="#">Submit</a> <sup>2</sup>				

Once your requests are successfully processed, you will get a notification message in a green popup.

Please note that it is possible to get a red popup with an error message. We do a lot of validation and business rule checks before a waiver request is saved. There are number of different error messages that you might receive back. Most error messages should be easy to understand and to fix by correcting the data on the form. You are welcome to contact the Graduate School Business Office regarding any particular error that you might get during your submission process.

The system provides a way to review and track all submitted waiver requests. To review these requests, click on the "Submitted Requests" tab.

All of the specified waiver requests have been successfully submitted.
Log Out

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Form Submitted Requests

### Waiver Request

## Reviewing & Tracking Requests

Remember that every submitted waiver request is attached to a department. Under the “Submitted Requests” we list all waiver requests organized by departments you are currently assigned.

- 1) Each of your departments is represented as a tab. Note that most users will only see one tab available because the majority of user are assigned to one department only.
- 2) A table representation of all waiver requests matching a selected department.

Form Submitted Requests

### Waiver Request History

All waiver requests for the departments you are currently assigned to are listed below (if any were submitted).

	Name	UGA ID	Term	Attribute	Action	Date	Status
Anthropology	Last, First Middle	810000001	201502	DPAS	To Add	4/29/2015	Pending
Artificial Intelligence	Last, First Middle	810000002	201502	GSAS	To Remove	4/29/2015	Pending
Classics							

Found: 2

To view details on a selected waiver request, click on . Some of the important sections of the detailed view are below:

- 1) This section displays a current status of the record. The possible statuses are:

- Pending When a new request is submitted, but not yet sent to the Registrar’s office.
- Sent to Registrar When a request was sent to the Registrar’s office, but not yet validated.
- Attribute Processed When a request was processed by Registrar’s office and validated by the Graduate School office.
- Exemption Processed When a corresponding exemption code was added/removed for the submitted waiver attribute request.


- 2) This field displays submission date/time and requester’s name.
- 3) The “Request Sent” field is populated when the record is sent to the Registrar’s office for processing.
- 4) The “Attribute Processed & Validated On” field is populated when the Registrar’s office processes the record by adding/removing a requested waiver attribute and the Graduate School validates the result.
- 5) The “Exemption Recorded” field is populated when a corresponding exemption code is updated for the requested waiver attribute. This action is performed by the Graduate School office.





### Waiver Request Details

2051 g104201504293ee84f06383c8507a19d Submission Period (#4032): 4/28/2015 - 4/30/2015 4/29/2015 9:53:53 AM User, Department

Name	Last, First Middle	UGA ID	810000002	Term	Spring 2015
Attribute	Graduate School Assistantship (GSAS)	Task	To Remove	Current Status	Pending <b>1</b>
Department	Anthropology				
Submitted	4/29/2015 9:53:53 AM by User, Department				<b>2</b>
Request Sent					<b>3</b>
Attribute Processed & Validated On					<b>4</b>
Exemption Recorded					<b>5</b>

## Deleting Waiver Request

An already submitted waiver request can be deleted as long as that waiver request has not been sent to the Registrar's office for processing. If a waiver request can be deleted, then the deletion button  is shown. To delete the record click on the deletion button and confirm your deletion (see below).

Name	UGA ID	Term	Attribute	Action	Date	Status		
Last, First Middle	810000001	201502	DPAS	To Add	4/29/2015	Pending		
Last, First Middle	810000002	201502	GSAS	To Remove	4/29/2015	Pending		



Found: 2

Delete?

No

Yes

As a result, now we only have one record left. The 810000001 record was successfully deleted and no longer shown.

Name	UGA ID	Term	Attribute	Action	Date	Status		
Last, First Middle	810000002	201502	GSAS	To Remove	4/29/2015	Pending		

Found: 2

Please note that if you were late to delete a waiver request, that is the waiver request was already sent to the Registrar's office, then you will need to submit another request to undo a previously requested action.

*For example, you submitted a request to add the DPAS attribute for 810111222/201505 that turned out to be not needed. Because this request was already transmitted to the Registrar's office, you cannot use the normal deletion process. So, your other option to undo the previously requested action is to submit another request. You requested to ADD the attribute. So, to undo this action, you need to submit a follow up request to REMOVE the DPAS attribute for 810111222/201505. Once your follow up request is processed by the Registrar's office and the Graduate School Business Office, the attribute will be removed from the student's record.*

## Conclusion

Please contact the Graduate School Business Office if you have further questions.